



**United States Bankruptcy Court
For The Middle District of Florida
Office of the Clerk
Orlando Division**



EMPLOYMENT OPPORTUNITY

Position: Generalist Clerk
Date: February 22, 2010
Location: Orlando, Florida

Announcement No. 10-06
Closing Date: March 5, 2010
Salary Range: \$31,009 – 38,790, CPS 23/1 – 23/25
Possible career ladder to CL 25.

The United States Bankruptcy Court Clerk's Office, Orlando Division, has an immediate opening for a Generalist Clerk. The Generalist Clerk is a member of the Clerk's Office and reports to the Team Supervisor for the Customer Service Team.

REPRESENTATIVE DUTIES

This is a clerical position involving the processing of incoming legal documents. The Generalist Clerk processes new paper and electronically filed cases within the CM/ECF computer system upon receipt or initiation. Verifies both paper and electronic documents for conformance to federal and local rules, quality controls documents input by system users and makes summary entries of documents. In addition the Generalist Clerk scans and converts paper documents into image files in the CM/ECF system. As time permits, the incumbent may register proof of claims on the claims register and perform other duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS

Two (2) years of generalized experience is required which includes general clerical or administrative experience related to processing of legal, insurance or banking documents. This extremely fast-paced position requires incumbent to be motivated, detail-oriented, and possess strong organizational and communication skills. The incumbent for this position must demonstrate technical and operational proficiency with the ability to use various computer applications, office equipment and telephones and possess fast and accurate keyboarding skills. The ability to communicate effectively with various individuals, respecting others, and acting with integrity are essential skills. Knowledge of court/legal terminology is helpful. A high school diploma is required. An associate's degree and CM/ECF experience are highly desirable.

APPLICATION AND SELECTION PROCEDURES

Qualified applicants are invited to submit a cover letter and current resume to: Celia Rodenmeyer, Human Resources Manager, Announcement # 10-06, United States Bankruptcy Court, 801 North Florida Avenue, Tampa, FL 33602-3899.

Due to the volume of applications usually received, receipt of individual applications will not be acknowledged; qualified applicants will be contacted for a personal interview. Selection status will be posted on this website for all available positions, therefore no phone calls, faxes or e-mails will be accepted.

INFORMATION FOR APPLICANTS

The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicant pool of the original announcement without posting the position. Only qualified applicants will be considered for this position. Employees of the U.S. Bankruptcy Court serve under "Excepted Appointments" and are considered "at will" employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees. All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials or the inability to meet the following conditions may be ground for non-selection, withdrawal of an offer of employment or dismissal after being employed. If selected for this position, the incumbent will be subject to a one-year probationary period.

The best-qualified applicants will be invited for interviews; interviews will be conducted in our Orlando Office. Applicants must be a U.S. citizen or eligible to work in the United States. The selected candidate will be subject to a complete FBI fingerprint criminal check. Employment will be provisional and contingent upon the satisfactory completion of the required background check.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. direct deposit).

*Starting salary commensurate with work experience, previous court experience and prior pay history. This position has a

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States.

EMPLOYEE BENEFITS

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are not included in the Government's Civil Service classification. They are, however, entitled to similar benefits as other federal employees: merit and classification increases; ten (10) paid holidays per year; vacation and sick leave; choice of health benefit plans; group life, long-term disability and long-term care insurance program; participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis and participation in Federal Employees Retirement System

The United States Bankruptcy Court is an equal opportunity employer